

**DR. PARVEEN AHMED ALAM** (Mrs)  
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'Chader Hashi'  
Dakshin Fartabad, Garia,  
South 24 Parganas, Kolkata 700 084  
West Bengal, India

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#### **ACADEMIC QUALIFICATIONS:**

- **PhD** from the University of Calcutta in 2012. Thesis in the area of **Human Resource Management**, titled 'Executive Performance Management System: A Study of Power Utilities in West Bengal'.
- **MBA** (Master's in Business Administration) with specialisation in **Personnel Management** in 1993 from Indian Institute of Social Welfare & Business Management (IISWBM), Kolkata (Scored 58%) .
- Graduated (**BA Degree**) with **English Honours** in 1991 from Lady Brabourne College, Kolkata under the University of Calcutta (Scored 51.75%).
- **Higher Secondary** in 1988 from Lady Brabourne College, Kolkata under West Bengal Council of Higher Secondary Education (Scored 67.6%). Received **Certificate of Merit** for the same.
- **Secondary** in 1986 from M. B. Girls' Higher Secondary School, Kolkata under Central Board of Secondary Education (Scored 73.8%).

#### **WORK EXPERIENCE:**

##### **I. Academics:**

(a) As **Professor**, Department of Management & Business Administration, Aliah University since February, 2019 - continuing.

(b) As **Associate Professor**, Department of Management & Business Administration, Aliah University since 2 February, 2016 till 1 February, 2019. Head of the Department from 2 March, 2016 to 7 March, 2018.

(c) As **Assistant Professor – HR** with the Army Institute of Management (AIM), Kolkata from July, 2005 till 1 February, 2016 teaching **Human Resource Management (HRM)**, **Human Resource Development**, **Human Resource Planning** and **Business Communication**.

(d) As **Lecturer in** Human Resource Management with IISWBM, Kolkata from May, 2003 to July, 2005.

Associated with **MHRM** (Master's in Human Resource Management), **MBA (Day)** and **Cambridge Career Award in Business Course, University of Cambridge** (IISWBM-British Council conducted course) - as faculty in HRM.

(e) Visiting Faculty:

- Department of Business Administration, School of Management, **Kazi Nazrul University** in Human Resource Management (January, 2021 - continuing)
- Department of Business Management, **University of Calcutta** in Human Resource Planning and Human Resource Development (till June 2012; 2018)
- **West Bengal University of Technology** (WBUT) for Human Resource Management classes beamed through **EDUSAT**
- Post Graduate Diploma in Hospital and Health Management (PGDHHM), **IGNOU** at Command Hospital, Kolkata

(e) Was in **Japan** from **March, 1999** to **March, 2001** and was involved in the following:

- ◆ Taught English conversation at the **Kyoto University** (International Co-operation and Exchange Office); Physics Department, **University of Tokyo**; and elderly citizens at **Meguro Ward Office, Tokyo**.

## PhD-related:

- **PhD Supervisor** of two students registered with Aliah University.
- **PhD Supervisor** for a student registered with Sai Nath University, Ranchi
- **Chairperson**, Board of Research Studies, Department of Management & Business Administration, Aliah University (Memo No.: AU/REG/1317/17 dated 19-12-2017). Currently, Member.
- **Ex-Officio Chairperson**, Departmental Scrutiny Committee, Department of Management & Business Administration, Aliah University. Currently, Member.
- **Member**, Departmental Research Committee, Department of Economics, Aliah University
- **Faculty** in **Doctoral Course work (HRM)** of Aliah University's PhD program.
- **Guest Faculty** in **Doctoral Course work (HRM)** of JIS University's PhD program (2015).
- **Member**, Research Advisory Committee, School of Management Studies, Techno India (MAKAUT) for 2 students (Shravana Bardhan & Arpita Ghosh under the supervision of Dr Shamima Haque)

## II. Corporate

With **Development Consultants (P) Limited (DCPL)** - a transnational consultancy organisation from June 21, 1993 till May 27, 2003 (was in Japan from March, 1999 to March, 2001). Departments associated with include:

- Management Consultancy Division (Consultancy)
- DC Centre for Continuing Education – the *training* wing of DCPL
- 'Silverjet' – the *catamaran service* of DCPL
- Human Resource Sourcing - the *international placement wing* of DCPL

Nature of work included:

(i) **Recruitment:** *In-house, Campus and Overseas*

(ii) **Training Programmes:** Developing and delivering training programmes for clients

(iii) **Wage and Salary Administration:** Pay Scale revision of Komorrah Limestone Mining Company Ltd. - a group company

## PERSONAL DETAILS

**DATE OF BIRTH** : December 31, 1970

### **LINGUISTIC INFORMATION:**

Read, write, speak : English, Bengali, Hindi, Japanese

Read, write : Persian, Arabic

### **COMPUTER PROFICIENCY:**

- MS Office - Word, Excel, Power Point
- Lotus Smart Suite - WordPro, Lotus 1-2-3, FreeLance Graphics
- E-Mail and Internet Explorer

### **PROFESSIONAL MEMBERSHIPS:**

On-going:

- Corporate Member, National Institute of Personnel Management (NIPM), Kolkata

Past: Associate Member, National HRD Network

- Associate Member, ISABS (Indian Society for Applied Behavioural Sciences), Kolkata Chapter

LIST OF PUBLICATIONS**(a) RESEARCH PAPERS**

- Banerji, J, Kundu, K. & Alam, P.A. (2020). “Influence of Behavioral Biases on Investment Behavior”. *SCMS Journal of Indian Management* XVII (1), pp. 81-98. (ISSN 0973 – 3167 in UGC Care A List)
- Chakraborty, R. & Alam, P.A. (2019). “Key Drivers of Talent Management for Sustaining High Levels of Employee Retention: A Critical Study”. *Bhavishya*, (E-ISBN 978-93-5346-401-1). pp 338-351
- Chakraborty, R. & Alam, P.A. (2017). “Key Drivers of Talent Management for Creating and Sustaining High Levels of Employee Engagement: A Critical Study” *Kindler XVII(2)*, (ISSN: 0973-0486) **Impact Factor 4.875; UGC Journal No. 42831**
- Alam, P.A. (2017). “Linkage between Performance Management System & Human Resource Development”. *International Research Journal of Human Resources & Social Science (IRJHRSS)*, 4(10). (ISSN: print- 2394-4218; online- 2349-4085). **Impact Factor 5.414; UGC Journal No. 49194**
- Alam, P.A. (2017). “Measuring Organisational Effectiveness through Performance Management System & McKinsey’s 7 S Model”. *Asian Journal of Management*, 8(4). (ISSN: print- 0976-495X; online- 2321-5763). **UGC Journal No. 8795 DOI 10.5958/2321-5763**
- Anand, S. & Alam, P.A. (2017). “A Study of Labour Reforms in the Context of Globalisation – A Critical Appraisal”. *Kaav International Journal of Economics, Commerce & Business Management*, 4(1). (ISSN: 2348 – 4969).
- Anand, S. & Alam, P.A. (2015). Impact of Social Security Measures in Unorganized Sector. *International Journal of Management, IT & Engineering (IJMIE)* (ISSN: 2249-0558) **Impact Factor 5.299 UGC Journal No. 48064**
- Anand, S. & Alam, P.A. (2015). Impact of Contract Labour in Manufacturing Industries in West Bengal. *Kindler XV(1)* (ISSN: 0973-0486) **Impact Factor 4.325 UGC Journal No. 42831**
- Alam, P.A. & Banerjee, S. (January-July, 2012 & 2013; published September 2015). Performance Management System: A Conceptual Framework, *Business Studies*, XXXIII & XXXIV( 1 & 2); / (pp.1-10) (ISSN: 0970-9657) **UGC Journal No. 47201**
- Basu, P., Chowdhury, S. & Alam, P.A. (2015). A Model-Based Approach of Flexibility and its Impact on Organization and Employee Welfare in Lean Environment, *Decision* Official Journal of Indian Institute of Management Calcutta, *Springer Publication* 42(3),pp. 269-277 **Impact Factor 0.7658** (ISSN 0304-0941; DOI 10.1007/s40622 -015-0098-9); **UGC Journal No. 43347**
- Alam, P.A. & Mishra, D. (2015). Identifying Critical Training Needs from Performance Appraisal Ratings, *International Journal of Research in Organizational Behavior and Human Resource Management* (Print ISSN:2320-8716; Online ISSN: 2320-8724). **Impact Factor 1.527**
- Alam, P.A. & Ray, S. (2014). A Study on the Effectiveness of Performance Appraisal Ratings, *Survey*, 53(3 & 4) July-Dec 2013 and 54(1 & 2), Jan--Jun 2014, pp. 76-88 (ISSN: 0586-0008)
- Alam, P.A. & Mukherjee, J. (2013). HR Policies and Practices: The Reality – A Case Study, *International Journal of Advanced Research in Management and Social Sciences*; 2(1) pp. 136-150 (ISSN: 2278-6236)
- Basu, P. & Ahmed, P. (2011). The Employee Perspective in Lean Environment, *Drishtikon: A Management Journal of Symbiosis Centre for Management and Human Resource Development*, 3(1), pp. 3-18 [ISSN: 0975-7422 (Print); 0975-7848 (Online)]

- **Ahmed, P.** & Kaushik, M. D. (2011). Career Planning – An Imperative for Employee Performance Management System; *International Journal of Business Insights and Transformation*, **4** (2), pp. 102-109 (ISSN: 0974-5874) **UGC Journal No. 44002**
- **Ahmed, P.** & Bhattacharya, D. (2011). Competency-Based Succession Planning: An Emerging Tool In HRM; *Survey*, **51**(1&2), pp. 105-124 (ISSN: 0586-0008)
- **Alam, P.A.** & Kaushik, M. D.(2008). Performance Management System: From JD to KRAs & KPIs - The Balanced ScoreCard Way; *Personnel Today*, **XXIX**(3), pp. 32-43 (ISSN: 0970-8504)
- Sanyal, S. & **Alam, P.A.** (2008). Employee Counselling: Performance Management Perspectives; *Personnel Today*, **XXIX** (1), pp. 23-30 (ISSN: 0970-8504)
- **Alam, P.A.** (2005). The Campus Placement Dilemma – A Case Study, Discussion on the Questions Raised; Case Study Section; *Kindler*, **V**(2), pp. 89-90 (ISSN: 0973-0486) **UGC Journal No. 42831**
- **Alam, P.A.** (2005). The Campus Placement Dilemma – A Case Study; Case Study Section; *Kindler*, **V** (1), pp. 85-87 (ISSN: 0973-0486) **UGC Journal No. 42831**

**(b) CHAPTER IN A BOOK /EDITED VOLUME**

- Tripathy (Satpathy), S., Singh Ghosh, P. & **Alam, P.A.** (2019); Mental Well-Being and Stress of Women Security Forces, In A.K. Baksi, K. Kundu & P.A. Alam (Eds) *Frontiers in Management Research* (pp 123-133), Kolkata, India:Allied Publishers, (ISBN 978-93-87997-66-0)
- Banerji, J. & **Alam, P.A.** (2019); Prevalent Behavioral Biases and their Prospective Relationship with the Personality Traits, In A.K. Baksi, K. Kundu & P.A. Alam (Eds) *Frontiers in Management Research* (pp 134-148), Kolkata, India:Allied Publishers, (ISBN 978-93-87997-66-0)
- **Alam, P.A.** (2018); The Linkage between Management Performance System and Compensation, Reward & Recognition, *Exploring New Horizons in Management & Business Practices*, Aliah University Publication, Kolkata, pp 67-76 (ISBN 9789384099299)
- **Alam, P.A.**, Tripathy (Satpathy), S. & Singh Ghosh, P. (2018); Work-Life Balance & Burnout of Women Security Forces in Work-Life Balance of Women Employees, GRABS Educational Charitable Trust, Chennai, pp 1-10
- **Alam, P.A.** (2015); Reward and Recognition in Indian Industry in Emerging Dimensions of Human Resource Management, Research India Publications, Delhi, pp 93-104

**(c) EDITOR**

- *Frontiers in Management Research* (Edited Volume), Allied Publishers & Aliah University Publication,, Kolkata, India (ISBN 978-93-87997-66-0)
- *Exploring New Horizons in Management & Business Practices* (Edited Volume), Aliah University Publication, Kolkata (ISBN 9789384099299)
- Conference Proceedings, **International Conference** on Management and Business Practices - (ICMBP) 2018; Emerging Trends in Management Research at Aliah University, Aliah University Publication, Kolkata (ISBN 9789384099305)
- Conference Proceedings, **International Conference** on Management and Business Practices - (ICMBP) 2017; Millennium Management Paradigm and Contemporary Business Practices at Aliah University, Aliah University Publication, Kolkata (ISBN 9789383463305)
- **Special Conference Volume, Kindler XV**(1) (ISSN: 0973-0486), National Conference on Skilling for Tomorrow, Army Institute of Management Kolkata, November 21, 2015; **UGC Journal No. 42831**

- **Kindler**, the Journal of Army Institute of Management Kolkata (January, 2007- January, 2016); ISSN: 0973-0486) **UGC Journal No. 42831**
- Member, Editorial Advisory Board, **Kindler**, the Journal of Army Institute of Management Kolkata (April, 2018); ISSN: 0973-0486) **UGC Journal No. 42831**
- Reviewer of papers submitted to *The International Journal of Human Resource Management*, Routledge, Taylor & Francis Group

**(d) BOOK REVIEWS**

- Manuscript Review of Chapters titled; Concepts, Scope and Principles of Business Communication, Communication in an Organization and Non Verbal Communication respectively for a book on "*Business Communication*" to be published by Pearson Education.
- **Alam, P.A.** (2013), Book Review: Case Studies in Human Resource Management; Dr R K Suri & Dr S L Gupta; Pentagon Press; *Kindler*, **XIII** (1 & 2)
- **Alam, P.A.** (2008), Book Review: Employee Training & Development; Raymond A Noe; Tata McGraw-Hill Publishing Co. Ltd., *Kindler*, **VIII** (2), pp.97-99
- **Alam, P.A.** (2006), Book Review: Speaking and Writing for Effective Business Communication; Francis Soundararaj; *Kindler*, **VI** (2), pp. 79-81

PS: All publications post Ph.D registration till award of Degree are in the maiden name **Parveen Ahmed** (Ahmed, P.) and the rest are as **Parveen Ahmed Alam** (Alam, P.A.).

**PARTICIPATION IN SEMINAR/CONFERENCE/WORKSHOP**

**Paper Presentation** (Single & Co-authored):

- “A study on the status of campus hiring of MBA students in the new normal” in 4th **International Conference** on Management and Business Practices - (ICMBP) 2021; Innovations and Practices in Business for Sustainable Growth at Aliah University, Kolkata; February 8-9, 2021.
- “Prospects of Human Resource Analytics and Barriers to its Implementation: A Comprehensive Review” in 4th **International Conference** on Management and Business Practices - (ICMBP) 2021; Innovations and Practices in Business for Sustainable Growth at Aliah University, Kolkata; February 8-9, 2021.
- “Understanding Employer Expectations for Employability of MBA Graduates” in **International Conference** on “Society and Business in the New Millennium”, ICFAI Business School, Kolkata and Lincoln University College, Malaysia; April 12-13, 2019.
- “Unrealistic probabilities: A speculation about the influence of Gambler’s Fallacy and the „Hot Hand” on Investment Decisions” in 3rd **International Conference** on Management and Business Practices - (ICMBP) 2019; Innovations and Practices in Business for Sustainable Growth at Aliah University, Kolkata; January 16-17, 2019.
- “Employee Turnover Models: A Critical Study” in 3rd **International Conference** on Management and Business Practices - (ICMBP) 2019; Innovations and Practices in Business for Sustainable Growth at Aliah University, Kolkata; January 16-17, 2019.
- “Industry Expectations from MBA Pass outs: The Employer Perspective” in 3rd **International Conference** on Management and Business Practices - (ICMBP) 2019; Innovations and Practices in Business for Sustainable Growth at Aliah University, Kolkata; January 16-17, 2019.
- “Key Drivers of Talent Management for Sustaining High Levels of Employee Retention: A Critical Study” in **International Conference** on “Strategic Management and Leadership Styles: Paradigm Shifts”, Future Institute of Engineering and Management, Kolkata, April 27 – 28, 2018.
- “Key Drivers of Talent Management for creating and sustaining High Levels of Employee Engagement: A Critical Study” - National Conference on Contemporary Management Practices, Army Institute of Management, Kolkata, April 21, 2018.
- “Workplace Stress and Overall Mental Wellbeing of Women Security Forces – A Qualitative Study ” in **International Conference** on Management and Business Practices - (ICMBP) 2018; Emerging Trends in Management Research at Aliah University, Kolkata, January 4-5, 2018.
- “Portfolio Choices of Investors: A Qualitative Critique of Prevalent Biases among Investors” in **International Conference** on Management and Business Practices - (ICMBP) 2018; Emerging Trends in Management Research at Aliah University, Kolkata, January 4-5, 2018.
- “Performance Management System and Reward & Recognition: The Linkage” in **International Conference** on Management and Business Practices - (ICMBP) 2017; Millennium Management Paradigm and Contemporary Business Practices at Aliah University, Kolkata, January 11-12, 2017.
- “A Study of Labour Reforms in the Context of Globalisation – A Critical Appraisal” in **International Conference** on Management and Business Practices - (ICMBP) 2017; Millennium Management Paradigm and Contemporary Business Practices at Aliah University, Kolkata, January 11-12, 2017.

- “Performance Management System & HRD: A Study In The Power Sector of West Bengal” in UGC Sponsored National Seminar on “Strengthening Human Resource Management system for Sustainable Growth”, Prabhu Jagatbandhu College, Howrah, 16 & 17th December, 2016.
- “Utilising the Skills of Contract Labour in Manufacturing Industries in West Bengal: An Analysis of the Problems Faced” in the National Conference on ‘Skilling for Tomorrow’, Army Institute of Management Kolkata, November 21, 2015.
- “Impact of Generation Gap on Reward and Recognition Programs” in the **International Conference** on ‘Innovations and Best Practices in Business, Human and other Earth Resources Management’ at IISWBM, Kolkata, January 15-16, 2015.
- “A Study on the Effectiveness of Performance Appraisal Ratings” in the **International HR Conference**, “HR Leadership: People. Process. Practice.” at IISWBM, Kolkata, February 6-7, 2014. The paper was adjudged the **best paper** of the session.
- “Effectiveness of the State Power Sector Utilities In West Bengal Measured through Performance Management System” in the **International HR Conference**, “HR Next: Focus. Engage. Align” at IISWBM, Kolkata, February 27-28, 2013.
- “Competency-Based Succession Planning: An Emerging Tool In HRM” in the **International Conference** on Management & Social Welfare Issues: Contemporary Perspectives, at IISWBM, Kolkata, January 13-14, 2011.
- “The Employee Perspective in Lean Environment” in the **International Conference** on Management & Social Welfare Issues: Contemporary Perspectives, at IISWBM, Kolkata, January 13-14, 2011.
- “Employee Performance Management System: Career Planning for Sustainable Development” in the **International Conference** on Decisions in Management and Social Sciences for Sustainable Development, at IISWBM, Kolkata, December 14–15, 2009.

### Organising:

- **Chairperson**, Webinar on Awareness of Sexual Harassment of Women at Work Place, Dept of Management & Business Administration and Internal Complaints Committee, Aliah University, 5 August, 2020
- **Convener**, 3<sup>rd</sup> International Conference on Management and Business Practices - (ICMBP) 2019; Innovations and Practices in Business for Sustainable Growth at Aliah University, Kolkata; January 16-17, 2019.
- **Chairperson**, 2<sup>nd</sup> International Conference on Management and Business Practices - (ICMBP) 2018; Emerging Trends in Management Research at Aliah University, Kolkata; January 4-5, 2018.
- **Chairperson**, 1<sup>st</sup> International Conference on Management and Business Practices - (ICMBP) 2017; Millennium Management Paradigm and Contemporary Business Practices at Aliah University, Kolkata January 11-12, 2017.
- **Convener**, National Conference on Skilling for Tomorrow, Army Institute of Management Kolkata, November 21, 2015.
- **Coordinator** of a national workshop on quality of coal, “COALQUAL’99”, organized by Development Consultants Private Limited at the Oberoi Grand, 1999.
- **Chairperson**, HR Technical session, National Conference on Contemporary Management Practices - (NCCMP) 2018, Army Institute of Management Kolkata, April 21, 2018.
- Chaired a session in the UGC Sponsored National seminar on “Strengthening Human Resource Management system for sustainable Growth” 16 & 17th December, 2016
- Chaired the session on “Emerging Issues in Business Opportunities Vs. Challenges – the HR Perspective” in ‘Symposium’ held at Army Institute of Management, Kolkata, 2013.

- Chaired the session on “Tapping the Gold Mine: Making the Most of the World’s Best Human Resource” in the Symposium titled “India Inc. 2010 : Towards Business Dominance”, held at Army Institute of Management, Kolkata, 2005.

### **Participation:**

- 1-Week National e-Workshop on Using Open Source Learning Management System for Online Teaching; Vishva Bharati; 17.08.2020 to 25.08.2020
- 10-day Research Methodology Programme on Qualitative Research; Dept of Management & Business Administration, Aliah University; 13.01.2020 to 22.01.2020
- NPTEL Online Certification Course on Principles of Human Resource Management 27.01.2020 to 23.03.2020 (8 weeks course)
- Online Refresher Course in Management (UGC Swayam ARPIT Course) 1.9.2019 to 16-01-2020 (16 weeks course)
- Two-Days Awareness Workshop on “NAAC Accreditation for Non-Accredited Higher Education Institutions”, University of Kalyani, 16-17 August,2019.
- One-Day Workshop on “Choice-based Credit System (CBCS)”, Department of Management & Business Administration, Aliah University, 18th December, 2018.
- One-Day State Level Seminar on “Recent Trends in Capital Markets and Financial Innovations” in collaboration with University of Calcutta-Calcutta Stock Exchange Centre of Excellence in Financial Markets, 5th September, 2016.
- 7-Day Faculty Development Program on Research Methodology, Department of Management & Business Administration, Aliah University 12-20 July 2016.
- Faculty Development Programme on ‘Teaching Methodology, Style & Effectiveness’, by Army Institute of Management Kolkata. Conducted by Prof (Dr) Ranjan Das, Visiting Faculty, IIM Calcutta and Chief Mentor, The Strategy Academy on 03 Sep 2015.
- Faculty Development Programme on ‘Regression Techniques in Research Methodology’, by Army Institute of Management Kolkata. Conducted by Dr Dhiman Bhadra of IIM Ahmedabad on 20 July 2015.
- Faculty Development Programme on ‘Pathways to Academic Excellence’ by Army Institute of Management Kolkata. Conducted by Dr B K Mookherjee, Academic Trainer, on 16 July 2015.
- Workshop on “Performance Management System: Balanced Scorecard Framework”, organized by NIPM, Kolkata chapter on 17 January 2015.
- Eastern Regional ER Conference on “Shifting Paradigm – A Clarion Call for Competitive, Fair and Inclusive Workplace”, organized by BCCI at Kolkata on 25 April 2014.
- Third Eastern Regional Conference of The Indian Society for Training & Development titled ‘Building World Class Skills through Training & Development – Strategic Issues & Challenges’, on November 15-16, 2013 at Science City, Kolkata.
- FDP on Research Methodology, organised by IISWBM, Kolkata (22nd- 24th June, 2011).
- 28th Annual National Conference of National Institute of Personnel Management (NIPM) on the theme “India Inc.: Alignment of Business, HR and Technology” at ITC Sonar, Kolkata on February 18-20, 2010.
- 38th Annual Conference of the Calcutta Chapter of NIPM on the theme “Human Capital – DNA of Business Excellence” at Taj Bengal, Kolkata on May 24, 2008.



- 37th Annual Conference of the Calcutta Chapter of NIPM on “HR in Search of New Identity” at Taj Bengal, Kolkata on February 17, 2007.
- 35th Annual Conference of the Calcutta Chapter of NIPM on “Partnering Business for Competitive Advantage - HR Response” at Taj Bengal, Kolkata on June 4, 2005.
- National Conference on Strategies to Leverage Employment Generation: Unleashing the Sectoral Potential by FICCI at The Oberoi Grand, Kolkata on 28 August, 2004.
- “Developing Emotional Intelligence” (Quality Improvement Program of AICTE) at MDI, Gurgaon from February 23-27, 2004.
- Short Term Training Programme on Knowledge Management – Implications in Indian Business by Department of Management, BIT, Mesra, Ranchi (ISTE sponsored) from December 6-18, 2004.

**LIST OF A FEW CONSULTANCIES & TRAINING PROGRAMMES CONDUCTED**

**CONSULTANCIES:**

- *Quality Assurance in Higher Education* for senior faculty members of The State Islamic University of Mataram, Nusa Tenggara Barat, Indonesia.
- *Financial Management & Hospitality Management* for Self-Help Groups entrusted with 'Patha Sathis', North 24 Parganas.
- *Retail Management* for the owners of the shops allotted in the markets constructed by New Town Kolkata Development Authority (NKDA).
- *Operations Risk Management Framework & Training*, BRAC Bank, Dhaka, Bangladesh; World Bank (International Finance Corporation)
- Indian Society for Training & Development (ISTD) – ***Review of Syllabus and Course material*** for its Diploma in Training & Development : Course Communication, Paper VII, Electronic Enabled Training Systems.
- NALCO (National Aluminium Company Limited)- Study on ***Manpower Assessment & Organisation Restructuring***
- West Bengal State Electricity Distribution Company Limited (WBSEDCL) - Panel member for ***Selection of Assistant Managers of Corporate Communications and Human Resource Management***
- ABC Assessment Services Pvt Ltd., New Delhi – a Group Company of ABC Consultants Pvt. Ltd. – Model question paper setter – 3 question papers of 110 questions each on HR (theoretical and practical-based) – for their All-India based written tests for ***Recruitment of HR*** at 3 levels
- Power Grid Corporation of India Ltd., Eastern Region Transmission System II, a Navratna PSU, a Govt of India Enterprise - Model question paper setter for ***Recruitment of Junior Supervisor (HR) Trainee***
- Army Public School Kolkata and Barrackpore, West Bengal - Panel member in the selection of teachers through interview
- Army Public School Kolkata - Member of Supervisory Board for conduct of interview of local screening board for selection of teachers

**TRAINING PROGRAMMES CONDUCTED:**

- Programme Director for a Management Development Programme on “Soft Skills for Managerial Effectiveness” organised by Army Institute of Management Kolkata
- Specific HR-related courses in the Post Graduate Diploma in Hospital and Health Management (PGDHMM), IGNOU at Command Hospital, Kolkata
- Soft Skills Training Programme for WBIDC, Kolkata. Topics covered: “Interpersonal Skills” and “Communication with Customers”
- “General Management and Communication Skills” for the Institute of Chartered Accountants of India, Kolkata (Study Centre: Ahmed Management Technologies Pvt Ltd)
- “How to Map Employee Competence for Managing Human Resources” for Indian Institute of Port Management, Kolkata
- “Role Effectiveness in Service Industry” for WEBEL (West Bengal Electronics Industry Development Corporation Ltd, Kolkata)

- “Inter-personal Communication” for Development Consultants Pvt. Ltd.
- “Development of Communication Skills” in Office Staff Refresher Course organized by DC Centre for Continuing Education – the training wing of Development Consultants Pvt. Ltd.
- “Orientation Course in Computers” for IEI (The Institution for Engineers India), Kolkata

**ADMINISTRATIVE RESPONSIBILITIES****1. Head of the Department of Management & Business Administration, Aliah University**

(2 March, 2016 - 7 March, 2018)

- **Committees:** As Chairperson and member have participated in various Committees in personal capacity as well as HOD, like:

**Current:**

- ✓ Coordinator, University Research Programme, (Memo No.: AU/REG/1121/19 dated 12-12-2019)
- ✓ Presiding Officer, Internal Complaints Committee (Memo No.: AU/REG/0320/17 dated 12-04-2017; (Memo No.: AU/REG/1341/17 dated 21-12-2017)
- ✓ Convener, NAAC Core Committee (Memo No.: AU/REG/0987/19 dated 22-10-2019; Member, NAAC Core Committee (Memo No.: AU/REG/0418/19 dated 26-04-2019)
- ✓ Member, Outreach Committee
- ✓ Member, The Centre for Research & Analysis on Bengal's Minority Communities (Memo No.: AU/REG/0240/19 dated 27-02-2019)
- ✓ Member, Internal Quality Assurance Cell (IQAC) (Memo No.: AU/REG/0380/19 dated 11-04-2019 & AU/REG/0643/19 dated 17-07-2019)
- ✓ Member, Disciplinary Committee (Memo No.: AU/REG/1253/17 dated 27-11-2017)
- ✓ Member, Publication Committee (Memo No.: AU/REG/0297/18 dated 26-03-2018)
- ✓ Member, Training & Placement Committee (Memo No.: AU/REG/0468/18 dated 07-05-2018)
- ✓ Member, Core Committee, Convocation (Memo No.: AU/REG/0968/18 dated 10-10-2018)
- ✓ Member, Printing & Editorial Committee, Convocation (Memo No.: AU/REG/0099 /17 dated 10-02-2017; Memo No.: AU/REG/0671/19 dated 24-07-2019)

**Past:**

- ✓ Vice Chairperson, Hostel Managing Committee (till May 2018) (Memo No.: AU/REG/0125/16 dated 02-02-2016 & Memo No.: AU/REG/0706/16 dated 05-08-2016)
  - ✓ Member, UGC 12 B Facilitation Committee (Memo No.: AU/REG/0597/18 dated 29-06-2018)
  - ✓ Member, NSS Advisory Committee
  - ✓ Member, University-Level Academic Journal Expert Committee (Memo No.: AU/REG/0373/17 dated 26-04-2017)
  - ✓ Member, Anti-Ragging Committee (till May, 2018)
  - ✓ Member, Committee for AICTE Affairs (HoD) (till March 2018) (Memo No.: AU/REG/1061/17 dated 11-10-2017)
  - ✓ Time Table Committee (HoD)
  - ✓ Installation of Partition Wall (HoD)
  - ✓ Member, Placement Brochure Committee
  - ✓ Member, Enquiry Committees (Memo No.: AU/REG/0411/18 dated 23-04-2018; Memo No.: AU/REG/1277/17 dated 01-12-2017)
  - ✓ Member, UGC team (HoD)
  - ✓ Member, Board of Research Studies (Memo No.: AU/REG/0462/18 dated 04-05-2018)
- **Recruitment-related (Selection Committee Expert member)** for appointment of:
- ✓ Assistant Professor in Maulana Abul Kalam Azad University of Technology, West Bengal (27<sup>th</sup> January, 2017).
  - ✓ Assistant Professor/Associate Professor in Aliah University (27 & 28 May, 2017)
  - ✓ Warden in Aliah University on 22 October, 2017
  - ✓ Centre In Charge (Sub Centre A) , West Bengal Civil Service (Exe) Etc. (Main)

Examination, 2017 (15, 16, 17 & 19 July 2017)

## 2. Army Institute of Management & Indian Institute of Social Welfare & Business Management (IISWBM)

- **Officer-in-Charge**, WBUT examinations for conducting end-semester examinations at home centre.
- As **Subject Coordinator of HR & OB** responsible for faculty load allocation, preparation, updating and maintenance of subject files, HR Club-organized events, etc.
- **Coordinator, Mentoring** Committee.
- **Programme Coordinator, Orientation** programme of new batch each year.
- **Programme Coordinator** for Student Exchange Programme between AIM Kolkata and Army Institute of Management & Technology, Greater Noida
- As **Faculty Placement Coordinator** at IISWBM, was responsible for summer and final placement
- **Editor** and **Coordinator**, 'Kindler' – the Journal of Army Institute of Management Kolkata
- **Member** of a number of **Academic and Administrative Committees** like the:
  - Academic Committee
  - Admission Committee
  - Students' Affairs Committee
  - Library Committee
  - Complaint Committee (Prohibition of Sexual Harassment)
  - Core Committee, NAAC, etc.
- **Presiding Officer** of various **Boards** set up from time to time like
  - Screening Committee for Associate Professor (Marketing) and Assistant Professor (Economics/Statistics)
  - Screening Committee of Warden Boys' Hostel & Estate Supervisor
  - Repair & maintenance of P 17 Block of Boys' Hostel
  - Accumulation of EL and Medical leave of all regular employees of AIMK since 1997
  - Study on Stand Alone Language Lab, etc.
  - Study for Conduct of Personality Development Programme (PDP) for students of AIM Kolkata
  - Drafting of policy of AIM Kolkata on Anti Ragging Measures and
- **Member** of the Boards for Compilation of final result for MBA Admission; Documentary Film on AIM Kolkata, Purchase of Books and almira for Book Bank, Computer upgradation, etc.

### **Organizing Skill:**

#### **Conference/Seminar**

- **Convener**, 3<sup>rd</sup> International Conference on Management and Business Practices - (ICMBP) 2019; Innovations and Practices in Business for Sustainable Growth at Aliah University, Kolkata; January 16-17, 2019.
- **Chairperson**, 2<sup>nd</sup> International Conference on Management and Business Practices - (ICMBP) 2018; Emerging Trends in Management Research at Aliah University, Kolkata; January 4-5, 2018.
- **Chairperson**, 1<sup>st</sup> International Conference on Management and Business Practices - (ICMBP) 2017; Millennium Management Paradigm and Contemporary Business Practices at Aliah University, Kolkata January 11-12, 2017.
- **Chairperson**, One-Day State Level Seminar on "Recent Trends in Capital Markets and Financial Innovations" in collaboration with University of Calcutta-Calcutta Stock Exchange Centre of Excellence in Financial Markets, 5th September, 2016.

- **Chairperson**, First 7-Day Faculty Development Program on Research Methodology, 12-20 July 2016.
- **Convener**, National Conference on Skilling for Tomorrow, Army Institute of Management Kolkata, November 21, 2015.
- **Coordinator** of a national workshop on quality of coal, "COALQUAL'99", organized by Development Consultants Private Limited at the Oberoi Grand, 1999.

#### **Student participation**

- Organized the **first plant visit** of the students to Pepsico India.
- Participation of Twenty five students from 3rd semester and 5th semester and one faculty member in a **Seminar** on 'Commerce Education and Beyond – The Professional Edge' organized by The Institute of Cost Accountants of India in association with Department of Commerce, University of Calcutta on August 27, 2016 at the Calcutta University's Centenary Hall.

#### **Consultancy/Workshop**

As Head of the Department, got 3 consultancies – 2 national and one international – for the Department

- *Quality Assurance in Higher Education* for senior faculty members of The State Islamic University of Mataram, Nusa Tenggara Barat, Indonesia.
- *Financial Management & Hospitality Management* for Self-Help Groups entrusted with 'Patha Sathis', North 24 Parganas.
- *Retail Management* for the owners of the shops allotted in the markets constructed by New Town Kolkata Development Authority (NKDA).

### **3. Corporate Experience: Development Consultants Pvt. Ltd. (DCPL)**

- (i) **Recruitment-related:** In-house, Campus and Overseas - Designing advertisement, screening of applications, conducting tests and organising interviews.
- (ii) **Training-related:** Developing and delivering training programmes for clients & **Administration** of DC Centre for Continuing Education (DCCCE), the training wing of DCPL
- (iii) **Performance Appraisal** of Hostess, Commercial Assistants, Cashier, etc of 'Silverjet' – the catamaran service of DCPL